**Writing a Personal Letter Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Outcome: CC3.4**: I can **write to communicate ideas, information, and experiences pertaining to a topic by creating easy-to-follow writing topic such as a personal letter with a clear purpose, correct structure, and interesting details.**

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| **Criteria** | **5 Fully meeting expectations with insightful understanding** | **4 Fully meeting expectations with thoughtful understanding** | **3 Meeting expectations with basic understanding** | **2 Partially meeting expectations with some understanding** | **1 Not yet meeting expectations** |
| ***Message/ Meaning***  Audience and Purpose  Clear Message  Relevant Details | Your letter has an insightful understanding of purpose and audience  Wow! You convey a clear message in your writing  You have provided rich details that are relevant and appropriate for the intended message | Your letter has thoughtful understanding for the purpose of the audience  A clear message has been established  You have provided clear details that support your message | Your letter has a basic understanding for the purpose and audience  A basic message has been established  You have some details to support your message | With help, you are beginning to understand the purpose and audience  A message is started but needs further development  You need to add more details to support your message | Why are you writing this letter?  What is the message you are trying to share?  Can you add details to make your message clear? |
| ***Organization &***  ***Coherence***  Letter Parts | You have easily included all of the letter parts correctly, and added an original salutation and or closing | Your letter has all of the parts in the correct position including the date, salutation, body, closing and signature | Your letter has all the main parts but may not be all in the correct position. | You are missing some letter parts. | What are the letter parts? Do you have them all? |
| ***Style & Language***  Sentence Structure | You effectively and consistently used a variety of sentences with correct punctuation, spelling and capitalization | You used a variety of sentences with correct punctuation, spelling and capitalization | You used some different of sentences with some errors in punctuation, spelling and capitalization | Some sentences are clear and there are a many errors in capitalization, punctuation, and spelling | Remember to use clear and complete sentences with proper punctuation, capitalization, and spelling |

**FEEDBACK:**